LABOR CATEGORIES

**** Program Manager** **(Key Personnel)**

1. Senior Engineer **(Key Personnel)**

2. Administrative Support
3. Graphic Specialist
4. Applications Engineer (Senior)
5. Application Programmer (Junior)
6. Application Programmer (Senior)
7. Communications Hardware Specialist
8. Communications Network Manager
9. Communications Specialist
10. Computer Security Systems Specialist
11. Computer Security Systems Engineer
12. Computer Systems Analyst (Junior)
13. Computer Systems Analyst (Senior)
14. Configuration Management Specialist
15. Database Management Specialist (Senior)
16. Database Systems Operator
17. Functional Analyst
18. Functional Analyst (Senior)
19. Hardware Installation Technician
20. Help Desk Specialist
21. Information Engineer (Junior)
22. Information Engineer (Mid)
23. Information Engineer (Senior)
24. National Defense Operation Analyst
25. Network Engineer
26. Network Installation Technician
27. Principal Integration Manager
28. Principal Systems Architect
29. Project Control Specialist
30. Project Manager (Task Order Level)
31. Quality Assurance Manager
32. Software Engineer (Junior)
33. Software Engineer (Mid)
34. Software Engineer (Senior)
35. System Administrator
36. Systems Programmer (Junior)
37. Systems Programmer (Mid)
38. Systems Programmer (Senior)
39. Systems Analyst (Junior)
40. Systems Analyst (Mid)
41. Systems Analyst (Senior)
42. Systems Engineer (Mid)
43. Systems Engineer (Senior)
44. Technical Writer/Editor

LABOR CATEGORY DESCRIPTIONS

Program Manager (Key Personnel). Serves as the contractor's single contract manager and shall be the contractor's authorized interface with the Government Contracting Officer (KO), Government management personnel and customer agency representatives. Responsible for formulating and enforcing work standards, assigning contractor schedules, reviewing work discrepancies, supervising contractor personnel and communicating policies, purposes, and goals of the organization to subordinates. The Program Manager is responsible for overall contract performance and shall not serve in any other capacity under this contract. See Section B.2, Program Management Support Costs.

1. Senior Engineer. (Key Personnel)

2. Administrative Support. Directly supports Program Manager or Project Manager by maintaining personnel and other files; prepares correspondence, schedules and coordinates travel. Assists in the preparation of documents and supports the development of contract deliverables and reports. Responsible for integrating the graphics generated with automated tools and the deliverable documents.

3. Graphics Specialist. Assists the Program Manager or Project Manager in the preparation of presentation graphics and supports the development of contract deliverables and reports by developing and updating graphic presentations to improve the quality and enhance the usability of these documents. Responsible for integrating the graphics generated with automated tools and the deliverable documents.

4. Application Engineer (Senior). Analyzes and studies complex system requirements. Designs software tools and subsystems to support software reuse and domain analyses and manages their implementation. Manages software development and support using formal specifications, data flow diagrams, other accepted design techniques and Computer-Aided Software Engineering (CASE) tools. Estimates software development costs and schedule. Reviews existing programs and assists in making refinements, reducing operating time and improving current techniques. Supervises software configuration management.

5. Application Programmer (Junior). Participates in the design of software tools and subsystems to support reuse and domain analysis. Assists Applications Engineer and Applications Programmer to interpret software requirements and design specifications to code and integrate and test software components.

6. Applications Programmer (Senior). Analyzes functional business applications and design specifications for functional activities. Develops block diagrams and logic flow charts. Translates detailed design into computer software. Tests, debugs and refines the computer software to produce the required product. Prepares required documentation, including both program-level and user-level documentation. Enhances software to reduce operating time or improve efficiency. Provides technical direction to programmers to ensure program deadlines are met.

7. Communications Hardware Specialist. Reviews computer systems in terms of machine capabilities and man-machine interface. Prepares reports and studies concerning hardware. Prepares functional requirements and specifications for hardware acquisitions. Ensures that problems have been properly identified and solutions will satisfy the user's requirements.

8. Communications Network Manager. Evaluates communication hardware and software, troubleshoots LAN/MAN/WAN and other network related problems, provides technical expertise for performance and configuration of networks. Performs general LAN/MAN/WAN administration, provides technical leadership in the integration and test of complex large-scale computer integrated networks. Schedules conversions and cut-overs. Oversees network control center.

Supervises maintenance of systems. Coordinates with all responsible users and sites. Supervises staff.

9. Communications Specialist. Analyzes network characteristics (e.g., traffic, connect time, transmission speeds, packet sizes and throughput) and recommends procurement, removals and modifications to network components. Designs and optimizes network topologies and site configurations. Plans installations, transitions and cut-overs of network components and capabilities. Coordinates requirements with users and suppliers.

10. Computer Security Systems Specialist. Analyzes and defines security requirements for Multilevel Security (MLS) issues. Designs, develops, engineers and implements solutions to MLS requirements. Gathers and organizes technical information about an organization's mission goals and needs, existing security products and ongoing programs in the MLS arena. Performs risk analyses which also includes risk assessment.

11. Computer Security Systems Engineer. Analyzes data processing requirements to plan EDP systems to provide system capabilities required for projected workloads. Plans layout and installation of new systems or modification of existing systems. May set up and control analog or hybrid computer systems to solve scientific and engineering problems. Knowledgeable in Oracle, Windows NT, network administration, project management and Unix and Cobol programming

12. Computer Systems Analyst (Junior). Analyzes information requirements. Evaluates analytically and systematically problems of workflows, organization, and planning and assists Senior Computer Systems Analyst and Computer Systems Analyst develop appropriate corrective action. Help develop plans for automated information systems from project inception to conclusion. Defines the problem, and develops system requirements and program specifications, from which programmers prepare detailed flow charts, programs and tests. Under the supervision of a Senior Computer Systems Analyst or a Computer Systems Analyst coordinates closely with programmers to ensure proper implementation of program and system specifications. Develops, in conjunction with functional users, system alternative solutions.

13. Computer Systems Analyst (Senior). Provides technical and administrative direction for personnel performing software development tasks, including the review of work products for correctness, adherence to the design concept and to user standards, and for progress in accordance with schedules. Coordinates with the Project and/or Program Manager to ensure problem solution and user satisfaction. Makes recommendations, if needed, for approval of major systems installations. Prepares milestone status reports and deliveries/presentations on the system concept to colleagues, subordinates, and end user representatives. Provides daily supervision and direction to support staff.

14. Configuration Management Specialist. Provides technical support in documenting solutions to information systems to the Program Manager. Establishes and maintains a process for tracking the life cycle development of all hardware implementation and software development efforts. Maintains continuity of products while ensuring conformity to commercial/industry or DOD directives and regulations, as applicable to the task order. Oversees formal and informal documentation reviews and makes recommendations consistent with program direction. This may include management of hardware and/or software baselines, change control, baseline audits, pre-release testing and IV&V functions.

15. Database Management Specialist (Senior). Manages the development of database projects. Plans and budgets staff and data base resources. When necessary, reallocates resources to maximize benefits. Prepares and delivers presentations on database management systems (DBMS) concepts. Provides daily supervision and direction to support staff.

16. Database Systems Operator. Provides highly technical expertise in the use of DBMS. Evaluates and recommends available DBMS products to support validated user requirements. Defines file organization, indexing methods and security procedures for specific user applications.

17. Functional Analyst. Analyze user needs to determine functional and cross-functional requirements. Performs functional allocation to identify required tasks and their interrelationships. Identifies resources required for each task.

18. Senior Functional Analyst. Analyze user needs to determine functional and cross-functional requirements. Performs functional allocation to identify required tasks and their interrelationships. Identifies resources required for each task. Provides daily supervision and direction to support staff.

19. Hardware Installation Technician. Conducts sites surveys; assesses and documents current site network configuration and user requirements. Designs and optimize network topologies. Analyzes existing requirements and prepares specifications for hardware acquisitions. Prepares engineering plans and site installation Technical Design Packages. Develops hardware installation schedules. Prepares drawings documenting configuration changes at each site. Prepares site installation and test reports. Configures computers, communications devices and peripheral equipment. Installs network hardware. Trains site personnel in proper use of hardware. Builds specialized interconnecting cables.

20. Help Desk Specialist. Provides phone and in-person support to users in the areas of e-mail, directories, standard Windows desktop applications, and applications developed under this contract or predecessors. Serves as the initial point of contact for troubleshooting hardware/software PC and printer problems.

21. Information Engineer (Junior). Develops analytical and computational techniques and methodology for problem solutions. Performs process and data modeling in support of the planning and analysis efforts using both manual and automated tools; such as Integrated Computer-Aided Software Engineering (I-CASE) tools. Applies reverse engineering and re-engineering disciplines to develop migration strategic and planning documents.

22. Information Engineer (Mid). Develops analytical and computational techniques and methodology for problem solutions. Performs enterprise wide strategic systems planning, business information planning, business and analysis. Performs process and data modeling in support of the planning and analysis efforts using both manual and automated tools; such as Integrated Computer-Aided Software Engineering (I-CASE) tools. Applies reverse engineering and re-engineering disciplines to develop migration strategic and planning documents. Has experience with such methodologies as IDEF 0 process modeling and IDEF 1x data modeling. Provides technical guidance in software engineering techniques and automated support tools.

23. Information Engineer (Senior). Applies business process improvement practices to re-engineer methodologies/principles and business process modernization projects. Applies, as appropriate, activity and data modeling, transaction flow analysis, internal control and risk analysis and modern business methods and performance measurement techniques. Assist in establishing standards for information systems procedures. Develops and applies organization-wide information models for use in designing and building integrated, shared software and database management systems. Constructs sound, logical business improvement opportunities consistent with corporate Information Management guiding principles, cost savings, and open system architecture objectives. Provides daily supervision and direction to staff.

24. National Defense Operation Analyst. Provides professional expertise in national defense functional disciplines or areas with a particular focus on military Command, Control, and Intelligence (C3I) and combat support; interoperability of military tactical and fixed plant communications and information systems; DOD human resources; medical; Reserve

Components; finance; procurement; material and depot management. Analyzes information systems requirements and rationalizes existing processes to achieve maximum interoperability, efficiency and efficacy among DOD C3I, Communications, and Combat/Combat Support and Combat Service Support systems as they apply to military operations, Assists in the development of new processes and doctrine for Joint and Combined military operations.

25. Network Engineer.

26. Network Installation Technician. Conducts site surveys. Assesses and documents current site network configuration and user requirements. Designs and optimizes network topologies. Follows engineering plans and site installation Technical Design Packages. Develops installation schedules. Works with network installation team. Assists in the preparation of drawing and documenting configuration changes at each site. Prepares site installation and test reports.

27. Principal Integration Manager. Develops applications that take advantage of Internet protocols and platforms. Internet developers extend beyond traditional software development disciplines to demonstrate advanced graphical design abilities, familiarity with new media formats, and solid understanding of Internet communications protocols and services. They deploy new applications that utilize Internet standards to enable wide access from the diverse client types found throughout the public Internet.

28. Principal Systems Architect. Establishes system information requirements using analysis of the information engineer(s) in the development of enterprise-wide or large-scale information systems. Designs architecture to include the software, hardware, and communications to support the total requirements as well as provide for present and future cross-functional requirements and interfaces. Ensures these systems are compatible and in compliance with the standards for open systems architectures, the Open Systems Interconnection (OSI) and International Standards Organization (ISO) reference models, and profiles of standards - such as Institute of Electrical and Electronic Engineers (IEEE) Open Systems Environment (OSE) reference model - as they apply to the implementation and specification of Information Management (IM) solution of the application platform, across the application program interface (API), and the external environment/software application. Ensures that the common operating environment is TAFIM compliant. Evaluates analytically and systematically problems of work flows, organization and planning and develops appropriate corrective action. Provides daily supervision and direction to staff.

29. Project Control Specialist. Directs all financial management and administrative activities, such as budgeting, manpower and resource planning, and financial reporting. Performs complex evaluations of existing procedures, processes, techniques, models, and/or systems related to management problems or contractual issues which would require a report and recommend solutions. Develops work breakdown structures, prepare charts, tables, graphs and diagrams to assist in analyzing problems. Provides daily supervision and direction to staff.

30. Project Manager (Task Order Level). Serves as the project manager for a large, complex task order (or a group of task orders affecting the same common/standard/migration system) and shall assist the Program Manager in working with the Government Contracting Officer (KO), the task order-level TMs, Government management personnel and customer agency representatives. Under the guidance of the Program Manager, responsible for the overall management of the specific task order(s) and insuring that the technical solutions and schedules in the task order are implemented in a timely manner. Performs enterprise wide horizontal integration planning and interfaces to other functional systems

31. Quality Assurance Manager. Establishes and maintains a process for evaluating software and associated documentation. Determines the resources required for quality control. Maintains

the level of quality throughout the software life cycle. Conducts formal and informal reviews at pre-determined points throughout the development life cycle. Provides daily supervision and direction to support staff.

32. Software Engineer (Junior). Performs relatively routine analysis, design, development, integration, testing and debugging of computer software. Activities range from operating system architecture integration and software design to recommendation of products. Develops, integrates, documents, and maintains USMTF and TADIL standards automation tools. Manages and/or performs the validation and certification of reusable software components and other software development artifacts for entry into the DOD Software Reuse Repository. .
Manages software development and support using formal specifications, data flow diagrams or other commonly accepted design techniques, and computer aided software engineering (CASE) tools. Estimates software development cost and schedule, overseeing software configuration management, interpreting software requirements and design specifications, performing verification and validation, integration and software test activities. Must have some experience performing software engineering activities. Work may require some knowledge of the following areas: 3GL and 4GL programming languages (e.g., Ada, C+, C++, etc.); 4GL, object-oriented, client-server development tools (Visual Basic, etc.); Database technology (e.g., RDBMS (e.g., INGRES, ODBMS, SQL, MS ACCESS, ODBC); Network Operating System environments (Windows NT, UNIX, etc.); Electronic publishing tools, techniques, and environments (Folio Views, MS WOSA, etc.); and
Internet Web Technology, such as design and implementation of Web pages and servers.

33. Software Engineer (Mid). Performs moderately complex analysis, design, development, integration, testing and debugging of computer software. Activities range from operating system architecture integration and software design to recommendation of products. Helps to Develop, integrate, document, and maintain USMTF and TADIL standards automation tools. Manages and/or performs the validation and certification of reusable software components and other software development artifacts for entry into the DOD Software Reuse Repository.
Manages the implementation of and designs software tools and subsystems to support software reuse and domain analysis. Manages software development and support using formal specifications, data flow diagrams or other commonly accepted design techniques, and computer aided software engineering (CASE) tools. Estimates software development cost and schedule, overseeing software configuration management, interpreting software requirements and design specifications, managing/performing independent verification and validation, managing integration and software test activities. Must have experience managing or performing software engineering activities. Work may require expertise in the following areas: 3GL and 4GL programming languages (e.g., Ada, C+, C++, etc.); 4GL, object-oriented, client-server development tools (Visual Basic, etc.); Database technology (e.g., RDBMS (e.g., INGRES, ODBMS, SQL, MS ACCESS, ODBC); Network Operating System environments (Windows NT, UNIX, etc.); Electronic publishing tools, techniques, and environments (Folio Views, MS WOSA, etc.); and Internet Web Technology, such as design and implementation of Web pages and servers.

34. Software Engineer (Senior). Performs complex analysis, design, development, integration, testing and debugging of computer software. Activities range from operating system architecture integration and software design to recommendation of products. Develops, integrates, documents, and maintains USMTF and TADIL standards automation tools. Manages and/or performs the validation and certification of reusable software components and other software development artifacts for entry into the DOD Software Reuse Repository.
Manages the implementation of and designs software tools and subsystems to support software reuse and domain analysis. Manages software development and support using formal specifications, data flow diagrams or other commonly accepted design techniques, and computer aided software engineering (CASE) tools. Estimates software development cost and schedule, overseeing software configuration management, interpreting software requirements and design specifications, managing/performing independent verification and validation, managing integration and software test activities. Must have experience managing or performing software engineering

activities. Work may require expertise in the following areas: 3GL and 4GL programming languages (e.g., Ada, C+, C++, etc.); 4GL, object-oriented, client-server development tools (Visual Basic, etc.); Database technology (e.g., RDBMS (e.g., INGRES, ODBMS, SQL, MS ACCESS, ODBC); Network Operating System environments (Windows NT, UNIX, etc.); Electronic publishing tools, techniques, and environments (Folio Views, MS WOSA, etc.); and Internet Web Technology, such as design and implementation of Web pages and servers.

34. System Administrator. Supervises and manages the daily activities of configuration and operation of business systems which may be mainframe, mini, or client/server based. Optimizes system operation and resource utilization, and performs system capacity analysis and planning. Provides assistance to users in accessing and using business systems.

36. Systems Programmer (Junior). Applies software, hardware and interface standards information technology skills in the analysis, specification, development, integration and acquisition of systems software for DOD information processing platforms. Routinely works on developing and/or maintaining operating systems, communications software, database packages, compilers, assemblers, and utility programs. Modifies existing and creates special purpose software and ensures systems efficiency and integrity. Analyzes systems requirements and design specifications.

37. Systems Programmer (Mid). Applies software, hardware and interface standards information technology skills in the analysis, specification, development, integration and acquisition of systems software for DOD information processing platforms. Performs professional system software engineering assignments in support of C4I efforts in one or more of the following disciplines: computer/communications engineering, computer/communications security, network analysis, interoperability analysis, system standards, military support operations (e.g. finance, logistics, and personnel), program analysis, program planning and cost analysis. Coordinates closely with both the development community (Central Design Activities) and the operational community to ensure proper implementation of 1) system/program specifications and 2) installation/operations procedures. Knowledgeable of COTS products and methods that can be acquired to provide interoperable, portable, and scalable information technology solutions. Develops, in conjunction with the operational community, alternative system solutions and performs analysis and validation of reusable software/hardware components.

38. Systems Programmer (Senior). Provides technical and administrative direction for personnel performing system software programmer tasks, including the review of work products for correctness; adherence to the standardized operational environment design concepts, operational guidelines, and standard procedures; and for progress in accordance with schedules. Coordinates with the Project or Program Manager to ensure problem resolution and user satisfaction. Applies software, hardware, and interface standards information technology skills in the analysis, specification, development, integration and acquisition of systems software for DOD information processing platforms. Performs professional system software engineering assignments in support of C4I efforts in one or more of the following disciplines: computer/communications engineering, computer/communications security, network analysis, interoperability analysis, systems standards, military support operations (e.g. finance, logistics, and personnel), program analysis, program planning and cost analysis. Knowledgeable of COTS products and methods that can be acquired to provide interoperable, portable, and scalable information technology solutions. Makes recommendations, if needed, for approval of major systems installations. Prepared milestone status reports and deliveries/presentations on the system concepts to colleagues, subordinates and end user representatives. Provides daily supervision and direction to support staff.

39. Systems Analyst (Junior). Analyzes information requirements. Evaluates analytically and systematically problems of work flows, organization, and planning and assists Senior Systems Analyst and Mid Systems Analyst develop appropriate corrective action. Help develop plans for automated information systems from project inception to conclusion. Defines the problem, and

develops system requirements and program specifications, from which programmers prepare detailed flow charts, programs, and tests. Under the supervision of a Senior Systems Analyst or a Mid Systems Analyst coordinates closely with programmers to ensure proper implementation of program and system specifications. Develops, in conjunction with functional users, system alternative solutions.

40. Systems Analyst (Mid). Analyzes and develops computer software possessing a wide range of capabilities, including numerous engineering, business, and records management functions. Develops plans for automated information systems from project inception to conclusion. Analyzes user interfaces, maintain hardware and software performance tuning, analyze workload and computer usage, maintain interfaces with outside systems, analyze downtime, analyze proposed system modifications, upgrades and new COTS. Analyzes the problem and the information to be processed. Defines the problem, and develops system requirements and program specifications, from which programmers prepare detailed flow charts, programs, and tests. Coordinates closely with programmers to ensure proper implementation of program and system specifications. Develops, in conjunction with functional users, system alternative solutions.

41. Systems Analyst (Senior). Provides technical and administrative direction for personnel performing software development tasks, including the review of work products for correctness, adherence to the design concept and to user standards, and for progress in accordance with schedules. Coordinates with the Project and/or Program Manager to ensure problem solution and user satisfaction. Makes recommendations, if needed, for approval of major systems installations. Prepares milestone status reports and deliveries/presentations on the system concept to colleagues, subordinates, and end user representatives. Provides daily supervision and direction to support staff.

42. Systems Engineer (Mid). Performs a variety of moderately complex project tasks applied to specialized technology problems. Tasks involve integration of electronic processes or methodologies to resolve total system problems or technology problems. Analyzes information security requirements. Applies analytical and systematic approaches in the resolution of problems of workflow, organization and planning. Assists the Senior Engineer in directing and assisting other system engineers in the application of engineering principles to the solution of secure systems design problems.

43. Systems Engineer (Senior). Performs a variety of complex project tasks applied to specialized technology problems including professional engineering assignments in support of C4I systems engineering efforts in one or more of the following disciplines: communications engineering, electronic engineering, communications security, network analysis, command and control mission analysis, interoperability analysis, systems standards, military operations (ground, sea and air), program analysis, program planning, cost analysis. Directs and assists system engineers in the application of system engineering principles to the solution of secure systems design problems. Expert knowledge of LANs, WANs, VPNs, routers, firewalls, network protocols, and other security and network operations and monitoring, vulnerability analysis, PKI, data encryption, key management, data warehousing and data mining capabilities.

44. Technical Writer/Editor. Assists in collecting and organizing information required for preparation of user's manuals, training materials, installation guides, proposals, and reports. Edits functional descriptions, system specifications, user’s manuals, special reports, or any other customer deliverables and documents.